HCA Benefits Administration / Insurance Accounting System Project
Quality Assurance Recommendations and Status
March 1, 2006

	Recommendation	QA Report Feb 2006	Status/Comments
1.	Develop a project plan reflecting the assumptions built into the project and the resources available, including major tasks, milestones, decision points, dependencies, schedule and the critical path. Ensure collaboration among all participants to identify dependencies and a reasonable schedule for completion.	☆	
2.	Clarify roles and responsibilities for project participants and decision-makers that reflects the organization of the project.	☆	
3.	Revise the communication plan and include identification of specific stakeholder needs, required information, responsibilities for completion, and timing of communications.	☆	

☆ Recommendation Made ✓ Recommendation implemented ➤ In progress ✗ Recommendation not yet implemented